

# SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

## Idaho Assessment Systems Statewide Assessment Training

### Test Information Distribution Engine (TIDE)

February 9-15, 2017

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## Objectives

### Preparing for Testing


- Activating your new TIDE account and logging in to TIDE
- Navigating the TIDE interface
- Understanding account permissions
- Managing user accounts
- Managing student information and test settings

### Administering Tests

- Managing test improprieties
- Monitoring test progress

### After Testing

- Managing non-participation codes



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## ISAT Portal

<http://idaho.portal.airast.org>







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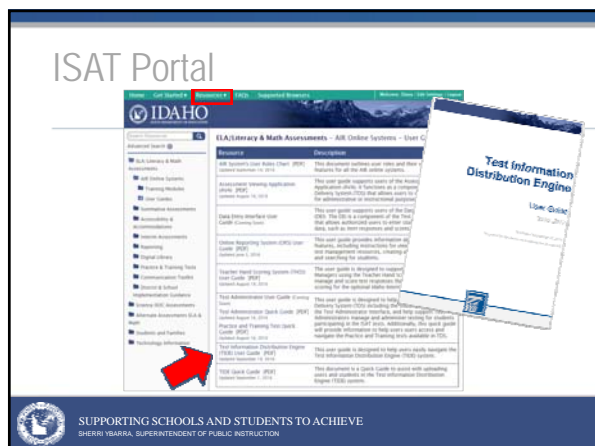
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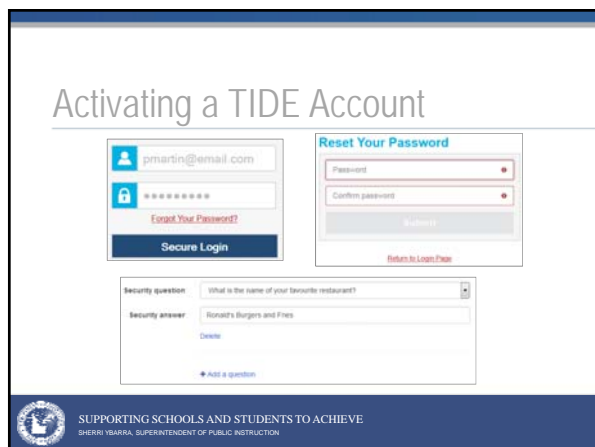
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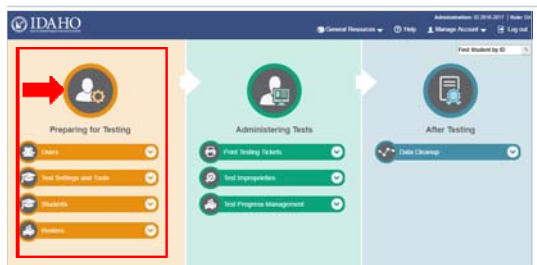


## Roles and Permissions

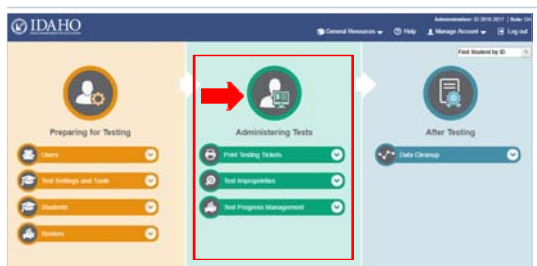
Task	DA	DC	SC	TE	TA	Alt TA
Adding and Moving Students	✓	✓				
Viewing and Editing Students	✓	✓	✓	View Only	View Only	View Only
Adding User Accounts	✓	✓	✓			
Viewing and Editing User Details	✓	✓	✓			
Creating Test Impropriety Requests	✓	✓	✓			
Working with Rosters of Students	✓	✓	✓	✓		
Generate Plan and Manage Testing Reports	✓	✓	✓	✓	✓	✓

For a detailed list of user roles and associated permissions, see the 2016-2017 User Roles and Access to Idaho Assessment Systems.

## TIDE Tasks Overview



## TIDE Tasks Overview





# Navigation Toolbars

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The screenshot shows the 'Add Student' page in the SIS. The page has a yellow header bar with navigation tabs: Home, Students, Add Student, and Add Student. The 'Add Student' tab is selected. Below the header, there is a red arrow pointing to the 'Add Student' button. The page contains a list of instructions for adding a student, including a note about the 'Add Student' button being highlighted with a red arrow. The page also includes a 'Test Settings and Tools' section with a 'Test Settings' button and a 'Tools' button. The 'Test Settings' button is highlighted with a red arrow.

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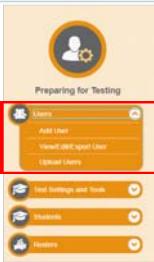
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# Users



Preparing for Testing

Users

Add User


View and Edit User

Update Users

Test Settings and Tools

Blueprints

Questions

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**Add User**

Use this page to add users to assessment systems. (newbie)

**Demographics**

Role: [Select] Email Address: [Text Field]

District: [Washoe County District] First Name: [Text Field]

School: [Select] Last Name: [Text Field]

Phone: [Text Field]

**Save Cancel**

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# Upload Users

Preparing for Testing

- Users
- Add User
- View/Edit/Reset User
- Upload Users
- Add Settings and Test
- Students
- Modules

Upload User

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Template

Step 1: Upload File

Use this page to upload a file of users you want to add, modify, or delete. [View Help](#)

Step 1: Upload File

Choose File Browse

Updated History

File Name	Date Uploaded	Status	Records Processed	Records Imported	Validation Report
UserTemplate.xlsx	12/01/2015 10:40 AM	Processed	Download (75)	N/A	Download
UserTemplate.xlsx	12/01/2015 1:30 PM	N/A	N/A	N/A	Download

Next

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**Preparing for Testing**

- Users
- Add User
- Upload Users
- Test Settings and Tools
- Questions
- Students

**Upload Users**

Upload User | Download Validation Report

Review the validation results. See also: Continue with Upload | Help

Step 3: Upload

ID	Name	Email	Role	Validation Status
1	John Doe	john.doe@shero.org	Admin	Valid
2	Jane Smith	jane.smith@shero.org	Teacher	Valid
3	George Washington	george.washington@shero.org	Student	Valid
4	Thomas Jefferson	thomas.jefferson@shero.org	Student	Valid
5	James Madison	james.madison@shero.org	Student	Valid
6	Robert Adams	robert.adams@shero.org	Student	Valid
7	Benjamin Franklin	benjamin.franklin@shero.org	Student	Valid
8	Abigail Adams	abigail.adams@shero.org	Student	Valid
9	John Adams	john.adams@shero.org	Student	Valid
10	Thomas Jefferson	thomas.jefferson@shero.org	Student	Valid
11	James Madison	james.madison@shero.org	Student	Valid
12	Robert Adams	robert.adams@shero.org	Student	Valid
13	Benjamin Franklin	benjamin.franklin@shero.org	Student	Valid
14	Abigail Adams	abigail.adams@shero.org	Student	Valid
15	John Adams	john.adams@shero.org	Student	Valid

Download with Report | Upload Selected File | Cancel

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## View/Edit/Export Student

Preparing for Testing | Administering Tests | After Testing

Users | Students | Test Settings and Tools | Students

View/Edit/Export Students

Use this page to view, edit, or export students. [View Help](#)

Search Students

Number of students found: 403

Edit	School Information	Student Information							
District	School	EDUG	Student's Last Name	Student's First Name	Middle Name	Gender	Birth Date (MM/DD/YYYY)	Grade	
<input checked="" type="checkbox"/>	9997	9997_999701	0123456789	Check	Health		Female	01/01/2000	03
<input checked="" type="checkbox"/>	9997	9997_999701	0000000000	Nobel	Marshall	John	Male	05/05/1990	03
<input checked="" type="checkbox"/>	9997	9997_999701	00010000				Male		03

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## View/Edit/Export Student

Preparing for Testing | Administering Tests | After Testing

Users | Students | Test Settings and Tools | Students

View/Edit/Export Students

Use this page to view, edit, or export students. [View Help](#)

Search Students

Number of students found: 403

Edit	School Information	Student Information							
District	School	EDUG	Student's Last Name	Student's First Name	Middle Name	Gender	Birth Date (MM/DD/YYYY)	Grade	
<input checked="" type="checkbox"/>	9997	9997_999701	0123456789	Check	Health		Female	01/01/2000	03
<input checked="" type="checkbox"/>	9997	9997_999701	0000000000	Nobel	Marshall	John	Male	05/05/1990	03

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## Processing Large Upload Files

- If your file contains a large number of records (more than 1000 records), TIDE displays the validation results for the first 20% of records, and then completes the processing offline.
- As part of the processing, TIDE displays a page with your name and default email address, and prompts you to provide a phone number and optional alternate email. TIDE will send you an email when it completes the validation, and a second email after it commits the records to its databases.
- If you commit the file:
  - TIDE validates the remaining records offline, and sends a validation report via email.
  - TIDE then commits the error-free records, and sends a report listing all errors and warnings via email.
  - Please note: if you do not want your file to process overnight make sure you upload less than 1,000 records at a time.

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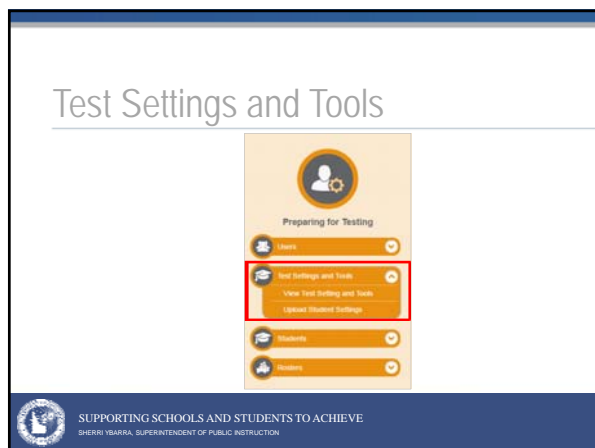
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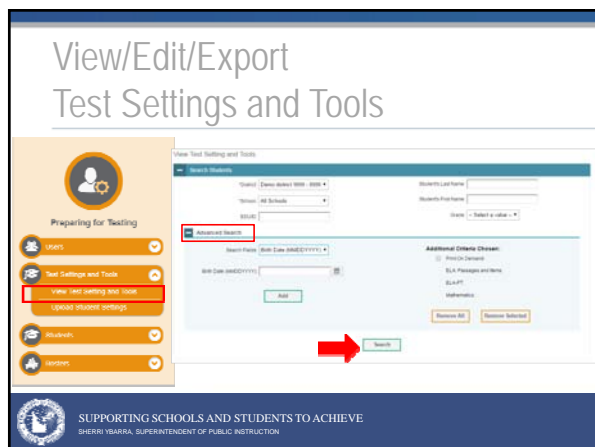
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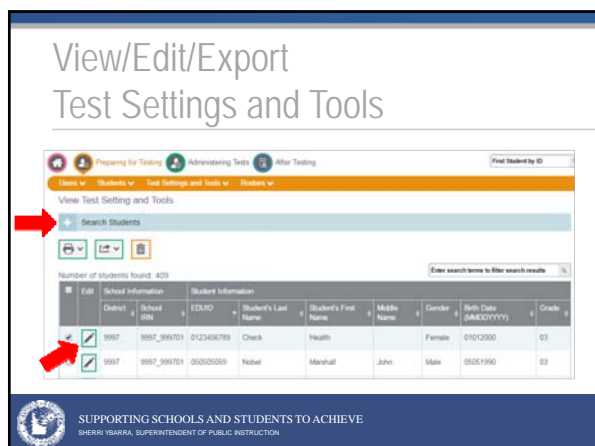
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## View/Edit/Export Test Settings and Tools

Preparing for Testing | Administering Tests | After Testing

Users | Students | Test Settings and Tools | Rosters

View Test Setting and Tools

Search Students

Move to Other School

Number of students found: 4209

ESID	School Information	Student Information
	District School ID# EDJO	Student's Last Name Student's First Name Middle Name Gender Birth Date (MM/DD/YYYY) Oracle
<input checked="" type="checkbox"/>	9997 9997_999701 0123456789	Check Heath Female 01/01/2000 03
<input checked="" type="checkbox"/>	9997 9997_999701 0502050508	Nobel Marshall John Male 05/05/1990 03

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## Upload Test Settings and Tools

Preparing for Testing

Users | Students | Test Settings and Tools | Rosters

Upload Test Settings and Tools

Upload Test Settings and Tools

Use this page to upload a file of student test settings and tools you want to add or modify. (download)

Step 1: Upload File

Choose File

Upload History

File Name	Last Uploaded	Status	Records Processed	Records Rejected	Validation Report
TestSettings.xlsx	12/01/2015 10:40 AM	Processing	Download (2%)	N/A	Download
TestSettings.xlsx	12/01/2015 1:30 PM	Failed	N/A	N/A	Download

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## Rosters

Preparing for Testing

Users | Students | Test Settings and Tools | Rosters

Add Roster

View/ABC report Roster

Upload Rosters

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The screenshot shows the 'Add Roster' process in the system. On the left, a sidebar menu has 'Add Roster' highlighted with a red box. The main content area displays the 'Add Roster' form. The form includes a 'Roster Information' section with fields for 'Roster Name' (Smith, S - Bowling), 'Roster Number' (Smith, S), and 'Roster Type' (Smith, S). Below this is a 'Test Settings and Tools' section with a dropdown for 'Test Settings and Tools' set to 'None'. There are checkboxes for 'Show Test 1' and 'Show Test 2', both of which are checked. A red arrow points to the 'Add' button in this section. At the bottom, there is an 'Additional Filters' section with a 'Grade' dropdown set to 'None selected' and a 'Students Added to Roster' field showing '0 of 0'. A red arrow points to the 'Search Students' button.

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# Add Roster

Preparing for Rostering

- Users
- New Schools and Tools
- Accounts
- Rosters
- Assignments
- Web Debugger Helper
- Upload Rosters

Available Students (8)			Students in Roster (0)		
Grade 3	Stearns, George	0000000010	Grade 3	Tom, Jane	0000000012
Grade 3	Adams, John	0000000018	Grade 3	Tom, John	0000000015
Grade 3	Jefferson, Thomas	0000000016	Grade 3	Tom, Janet	0000000020
Grade 3	Madison, James	0000000017	Grade 3	Tom, Jane	0000000005
Grade 3	Monroe, James	0000000019			
Grade 3	Jackson, Andrew	0000000015			
Grade 3	Harrison, William	0000000014			
Grade 3	David, Zachary	0000000005			

Add Add Individual Remove All Remove Individual

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The screenshot shows the 'Preparing for Testing' sidebar on the left with 'Upload Rosters' selected. The main content area is the 'Upload Rosters' page. It includes a progress bar at the top with steps: 1. Select, 2. Prepare, 3. Upload, and 4. Confirmation. The 'Upload Rosters' section has a 'Choose File' button and a 'Test' button. Red arrows point to these buttons.

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## View/Edit/Export Rosters

Preparing for Testing

- Users
- Test Settings and Tools
- Locations
- ROSTERS
- Add Roster
- View/Edit/Export Rosters**
- Upload Rosters

Home > All Export Rosters

Use this page to view, edit, or export rosters. [Help](#)

Search for Rosters to Edit

Search:

Number of rosters found: 0

Note: You may only print 10 rosters at a time.

Test	Subject	Grades in Roster	Number of Students
<input checked="" type="checkbox"/>	Grade 5 Reading	Reading	19
<input checked="" type="checkbox"/>	Grade 5 Math	Math	20
<input checked="" type="checkbox"/>	Grade 5 Science	Science	24

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## Test Improperities

Administering Tests

- Print Testing Tickets
- Test Improperities**
- Create Test Improperity
- View Test Improperities
- Approve Test Improperity
- Upload Test Improperity
- Test Progress Management

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## Status of Test Improperities

Improperity Request Status	Description of Status
Error Occurred	An error occurred while the impropriety request was being processed.
Pending Approval	Impropriety request is pending approval.
Processed	Impropriety request was successfully processed and the test opportunity has been updated.
Rejected	Another user rejected the impropriety request.
Rejected by System	Test Delivery System was unable to process the impropriety request.
Requires Resubmission	Impropriety request must be resubmitted.
Retracted	Originator retracted the impropriety request.
Submitted for Processing	Impropriety request submitted to Test Delivery System for processing.
Resolved	Impropriety was resolved.

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## Creating a Test Impropriety

Create Test Impropriety

- Use this page to create evaluation requests. [View Help](#)
- Select the type of request you want to create and enter search criteria.
- Click Search.
- Mark checkboxes for the result IDs for which you want to create a request.
- Click Create and enter a search.


Select Request Type and Search

Request Type: ☒ Invalidate a test ☐ Reset a test ☐ Re-open a test ☐ Restore a test segment ☐ Re-open a test segment

Search Student By:  Search

[No, Create](#)

Request Type	Search Value	Result ID	Test ID	Test Name	Test Type	Test Status	Test Start Date	Test End Date	Test Score
Invalidate a test	1000_0000_0000	1000000007	1000000007	Math	1	Approved	1/10/2017	1/10/2017	Grade 7 (TAF) Scores
Invalidate a test	1000_0000_0000	1000000008	1000000008	Reading	1	Approved	1/10/2017	1/10/2017	Grade 7 (TAF) Scores
Invalidate a test	1000_0000_0000	1000000009	1000000009	Writing	1	Approved	1/10/2017	1/10/2017	Grade 7 (TAF) Scores

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## Creating a Test Impropriety

- Columns in the Test Improperities Upload File
  - Type of Test Impropriety:** Invalidate a test, Reset a test, Re-open a test, Re-open a test segment, Restore a test that was reset, and Grace Period Extension.
  - Search Type:** EDUID, Result ID, and Session ID.
  - Search Value:** Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS.
  - Reason for creating a Test Impropriety:** Up to 1,000 alphanumeric characters.

Test Improperities Management

Upload Test Impropriety

1. Upload 2. Preview 3. Validate 4. Create 5. Confirmation


[Download Template](#)

Use this page to upload a file of evaluation requests. [View Help](#)

Step 1: Upload File

Choose File

	A	B	C	D
	TYPE	SEARCHTYPE	SEARCHVALUE	REASON
1	Invalidate a Test			

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## Test Progress Management

Administering Tests

- Test Testing Tasks
- Test Improperities
- Test Progress Management**
  - Open and Manage Testing
  - Test Completion Status
  - Test Status Code Report

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## Plan and Manage Testing

Administering Tests

- Print Testing Tickets
- Test Impairments
- Test Progress Management
- Plan and Manage Testing**
- Test Completion History
- Test Status Code Report

Plan and Manage Testing

Use this page to view student current testing information. [View Help](#)

**Step 1: Choose School**

School:  District:  Year:

**Step 2: Choose Date**

Start Date:  End Date:

**Step 3: Choose Session**

Session:  Session ID:

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## Plan and Manage Testing

Administering Tests

- Print Testing Tickets
- Test Impairments
- Test Progress Management
- Plan and Manage Testing**
- Test Completion History
- Test Status Code Report

Plan and Manage Testing

Use this page to view student current testing information. [View Help](#)

**REPORT CRITERIA**

Number of Records: 100 of 100

Fields	SSS	Division Code	Restricted Subjects	Current IZ?	Test	Language	Class
Grade, Sex	80000000000000000000	00	000	N	Grade 3 Math	ENL	
Grade, Test	80000000000000000000	00	000	Y	Grade 3 Mathematics	ENL	

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## Plan and Manage Testing

Which students have not yet tested?

Students who    opportunity in the selected administration

Which students have paused tests?

Students on their  opportunity in the selected administration, and have a status of

Did all the students in a test session submit their tests?

Students whose most recent session ID was  between  and

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## Test Completion Rates

Administering Tests

- Print Testing Schedules
- Test Import/Export
- Test Progress Management
- Plan and Manage Testing
- Test Completion Rates**
- Test Status Code Report

Test Completion Rates

Use this page to view test completion rates. (page 1)

Report Filters

Region:  School:  District:  School Year:  School:  District:  School Year:

**Generate Report** **Export Report**

Number of Records Found: 2

Student Name	Test Name	Test Status	Test Score	Test Score Percent	Test Score Standard	Test Score Standard	Test Score Standard
12101215 - Grade 1 ELA/1st Grade	1	75%	0	0.00%	0.00%	0.00%	0.00%
12101216 - Grade 1 ELA/1st Grade	1	75%	0	0.00%	0.00%	0.00%	0.00%

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## Test Status Code Report

Administering Tests

- Print Testing Schedules
- Test Import/Export
- Test Progress Management
- Plan and Manage Testing
- Test Completion Rates
- Test Status Code Report**

Test Status Code Report

Use this page to view test status and special codes. (page 1)

Report Filters

Region:  School:  District:  School Year:  School:  District:  School Year:

**Generate Report** **Export Report**

Number of Records Found: 2

Student Name	Test Name	Test Status	Test Score	Test Score Percent	Test Score Standard	Test Score Standard	Test Score Standard
12101215 - Grade 1 ELA/1st Grade	1	75%	0	0.00%	0.00%	0.00%	0.00%
12101216 - Grade 1 ELA/1st Grade	1	75%	0	0.00%	0.00%	0.00%	0.00%

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## Data Cleanup

Administering Tests

- Print Testing Schedules
- Test Import/Export
- Test Progress Management
- Plan and Manage Testing
- Test Completion Rates
- Test Status Code Report
- Data Cleanup**

Data Cleanup

Use this page to view test status and special codes. (page 1)

Report Filters

Region:  School:  District:  School Year:  School:  District:  School Year:

**Generate Report** **Export Report**

Number of Records Found: 2

Student Name	Test Name	Test Status	Test Score	Test Score Percent	Test Score Standard	Test Score Standard	Test Score Standard
12101215 - Grade 1 ELA/1st Grade	1	75%	0	0.00%	0.00%	0.00%	0.00%
12101216 - Grade 1 ELA/1st Grade	1	75%	0	0.00%	0.00%	0.00%	0.00%

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## Non-Participation Codes

- A non-participation event occurs when a student does not take a test as scheduled.
- You assign a code to explain the non-participation.
- Non-participation codes persist until they are changed.
- Types of non-participation codes:
  - Absent
  - New Non-English Proficient
  - Refusal – Student
  - Refusal – Parent
  - Medical
  - Withdrawn
  - Invalidated

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## Non-Participation Codes

**After Testing**

**Data Cleanup**

**Non-Participation Codes**

Use this page to enter codes explaining a student's non-participation. [View Help](#)

**Search Students**

Search:

**Advanced Search**

**Table of Students with Non-Participation Codes**

Student ID	Student Name	Grade	Non-Participation Code	Effective Date	Expiration Date
0001	Jackson, Corina	4	Absent	0001/0001	0001/0001
0002	Proctor, Austin	4	Absent	0001/0001	0001/0001

**Legend:** ☒ Absent ☐ Medical ☐ Withdrawn ☐ Invalidated

**Buttons:**

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## Non-Participation Codes

**After Testing**

**Data Cleanup**

**Non-Participation Codes**

Use this form to add or modify a student's non-participation codes. [View Help](#)

**Standard Information**

Student ID:  Student Name:  Grade:

School:  Birth Date (MM/DD/YYYY):

Student's Last Name:  Student's First Name:

**Special Codes**

Special Code:

Special Code:

**Buttons:**

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## Further Information

- If you have general questions or need further information visit the ISAT portal or consult the ISAT Help Desk for assistance.
- ISAT Portal: <http://idaho.portal.airast.org/>
- ISAT Help Desk Contact Information:
  - Customer Support Email: [IDHelpDesk@air.org](mailto:IDHelpDesk@air.org)
  - Customer Support Phone: 1-844-560-7365
  - Hours of Operation: Monday – Friday 8:00 am to 8:00 pm MT
- SDE contact information for implementation or policy guidance:
  - Nancy Thomas Price: 208-332-6988
  - Heidi Arrate: 208-332-6909



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE  
SHERIE ISARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

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